

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Internal Claims Auditor Quarterly Report

DATE: May 7, 2018

REASON FOR BOARD CONSIDERATION:

The Board of Education must be kept updated on all monetary activities within the Ogdensburg City School District.

FACTS AND ANALYSIS:

Since claims can be paid promptly utilizing an Internal Claims Auditor, to the advantage of the school district; and since the appointment of an Internal Claims Auditor is recommended by the NYSED; it is, therefore that the district appoints an Internal Claims Auditor at its' annual Organization Meeting each year. Ms. Theresa Woodward, Internal Claims Auditor, is present this evening to present the Commissioners with a quarterly report on the status of the district claims auditing process, and to answer any questions the Commissioners may have.

RECOMMENDED ACTION:

No action necessary, information and discussion only.

APPROVED FOR PRESENTATION TO THE BOARD:



Superintendent

TMV/alf
Attachment

CLAIMS AUDIT QUARTERLY REPORT

Jan Feb Mar 2018

ALL CHECK REGISTERS CORRESPOND WITH ALL WARRANTS

ALL WARRANTS CORRESPOND WITH ALL INVOICES, NO DISCREPENCIES FOUND

| GENERAL FUND | FEDERAL FUND | CAFETERIA FUND |
|------------------------|-------------------------|------------------------|
| CHECKS | CHECKS | CHECKS |
| 01/09/18 020653-020657 | 01/25/18 039820 | 01/11/18 060232-060241 |
| 01/11/18 020658-020690 | 03/15/18 039821 | 01/12/18 060242-060247 |
| 01/12/18 020691-020750 | | 01/18/18 060248-060251 |
| 01/17/18 020751-020752 | | 01/25/18 060252-060259 |
| 01/18/18 020753-020788 | | 02/01/18 060260-060264 |
| 01/25/18 020789-020842 | | 02/13/18 060265-060266 |
| | | 02/14/18 060267060274 |
| 02/01/18 020843-020881 | | 02/27/18 060275-060280 |
| 02/13/18 020882-020928 | | 03/09/18 060281-060282 |
| 02/14/18 020929-020984 | | 03/15/18 060283-060289 |
| 02/16/18 020985-020986 | SCHOLARSHIP FUND | 03/23/28 060290-060296 |
| 02/26/18 020987 | 01/17/18 050015-050016 | |
| 02/27/18 020988-021040 | 02/16/18 050017 | CAPITAL FUND |
| 03/01/18 021041-021063 | | 01/12/18 029836-029837 |
| 03/09/18 021064-021104 | | 02/01/18 029838 |
| 03/15/18 021105-021136 | | 02/14/18 029839 |
| 03/16/18 021137-021141 | | |
| 03/23/18 021142-021168 | | |
| 03/26/18 021169-021178 | | |

| Check # | INVOICES | 5-Jan | 12-Jan | 17-Jan | 18-Jan | 25-Jan | | | | | |
|---------------|-------------------|-------|--------|--------|--------|--------|--|--|--|--|--|
| | Architect | | | | | | | | | | |
| 01/09/2018 | Athletic Supplies | | | | | | | | | | |
| 020653-020657 | Athletics | 5 | 46 | 11 | 2 | 23 | | | | | |
| 01/11/18 | B Berg | | | | | 4 | | | | | |
| 020658-020690 | Bldg & Grounds | 34 | 28 | | 39 | 6 | | | | | |
| 060232-060241 | BOCES | 2 | | | 1 | | | | | | |
| 01/12/18 | Cafeteria | 28 | 13 | | 20 | 17 | | | | | |
| 020691-020750 | Conference | 9 | 13 | 2 | 2 | 9 | | | | | |
| 060242-060247 | Contractors | | 2 | | | | | | | | |
| 029836-029837 | DOCTOR | 1 | | | | | | | | | |
| 01/17/2018 | First Student | | 13 | | | 15 | | | | | |
| 020751-020752 | Insurance | | | | | 2 | | | | | |
| 050015-050016 | KeyBank | 1 | | | | | | | | | |
| 01/18/2018 | Lawyers | | | | 1 | 1 | | | | | |
| 020753-020788 | Mileage | | | | | 4 | | | | | |
| 060248-060251 | Newspaper | | | | | | | | | | |
| 01/25/2018 | NYSARC | | | | | | | | | | |
| 020789-020842 | Odyssey | | | | | | | | | | |
| 039820- | Postage | 2 | | | | | | | | | |
| 060252-060259 | Register Approval | 3 | | 2 | 1 | 2 | | | | | |
| | Retirement System | | | | | | | | | | |
| | School Supplies | 18 | 6 | | 14 | 18 | | | | | |
| | Superintendent | | | | 1 | | | | | | |
| | Tuition | | | | 1 | 1 | | | | | |
| | Utilities | 15 | 2 | | 14 | 13 | | | | | |
| | Taxes | | | | | 1 | | | | | |
| | Warrant | 5 | 1 | 2 | 2 | 3 | | | | | |
| | Water and Sewer | | | | | | | | | | |

All Invoices Correspond with all Warrants

All Warrants Correspond with all Registers

All Discrepancies Ammended

| Check # | INVOICES | 1-Feb | 9-Feb | 13-Feb | 14-Feb | 16-Feb | 21-Feb | 26-Feb | 28-Feb | | |
|---------------|-------------------|-------|-------|--------|--------|--------|--------|--------|--------|--|--|
| | Architect | | | | | | | | | | |
| 02/01/2018 | Athletic Supplies | | | | | | | 5 | | | |
| 020843-020881 | Athletics | 24 | 28 | | 19 | 6 | | 34 | 12 | | |
| 060260-060264 | B Berg | | | | 4 | | | | | | |
| 029838- | Bldg & Grounds | 30 | 10 | | 24 | | | 5 | 1 | | |
| 02/13/2018 | BOCES | | | | | | | 1 | | | |
| 020882-020928 | Cafeteria | 14 | 4 | | 29 | | | 26 | 4 | | |
| 060265-060266 | Conference | 3 | 13 | | 13 | | | 7 | 5 | | |
| 2/14/18 | Contractors | | | | | | | | | | |
| 020929-020984 | DOCTOR | | 1 | | | | | | | | |
| 060267-060274 | First Student | | | | | | | | 13 | | |
| 029839- | Insurance | | 2 | | | | | | | | |
| 02/16/2018 | KeyBank | | | | | | | | | | |
| 020985-020986 | Lawyers | 3 | | | | | | 1 | | | |
| 050017- | Mileage | | | | 5 | | | | | | |
| 2/26/18 | Newspaper | | | | | | | 2 | | | |
| 020987- | NYSARC | | | | | | | | | | |
| 02/27/2018 | Odyssey | | | | | | | | | | |
| 020988-021040 | Postage | 3 | | | | | 1 | 1 | | | |
| 060275-060280 | Register Approval | 1 | | 3 | | 2 | 1 | 1 | 1 | | |
| | Retirement System | | | | | | | | | | |
| | School Supplies | 18 | 15 | | 26 | 11 | | 16 | | | |
| | Superintendent | | 1 | | 1 | | | 1 | 2 | | |
| | Tuition | | | | | | | | | | |
| | Utilities | 16 | | | 8 | | 10 | 1 | | | |
| | VOTING | | | | | | | | | | |
| | Warrant | 2 | 1 | 3 | 1 | 2 | 1 | 2 | 2 | | |
| | Water and Sewer | 4 | | | | | | | | | |

All Invoices Correspond with all Warrants

All Warrants Correspond with all Registers

All Discrepancies Ammended

| Check# | INVOICES | 6-Mar | 8-Mar | 14-Mar | 16-Mar | 19-Mar | 20-Mar | 21-Feb | 29-Mar | | |
|---------------|-------------------|-------|-------|--------|--------|--------|--------|--------|--------|--|--|
| | Architect | | | | | | | | | | |
| 03/01/2018 | Athletic Supplies | | | | | | | | | | |
| 021041-021063 | Athletics | 4 | 14 | | | | 3 | | | | |
| 03/09/18 | B Berg | | 4 | | | | | | | | |
| 060281-060282 | Bldg & Grounds | | 28 | | | | 11 | | | | |
| 021064-021104 | BOCES | | | | | | | | | | |
| 03/15/18 | Cafeteria | | 2 | | | | 25 | | | | |
| 021105-021136 | Conference | | 4 | | | | 12 | | | | |
| 060283-060289 | Contractors | | | | | | | | | | |
| 039821- | DOCTOR | | 1 | | | | | | | | |
| 03/16/2018 | First Student | | | | | | | | | | |
| 021137-021141 | Insurance | | 1 | | | 1 | | | | | |
| 03/23/2018 | KeyBank | | | | | | | | | | |
| 021142-021168 | Lawyers | | | | | | 1 | | | | |
| 060290-060296 | Mileage | | | | | | 3 | | | | |
| 3/26/18 | Newspaper | | | | | | | | | | |
| 021169-021178 | NYSARC | | | | | | | | | | |
| | Odyssey | | | | | | | | | | |
| | Postage | | | | | 1 | | | | | |
| | Register Approval | 2 | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| | Retirement System | | 1 | | | | | | | | |
| | School Supplies | 5 | 19 | | | 11 | 16 | | | | |
| | Superintendent | | | | | | | | | | |
| | Tuition | | 1 | | | | | | | | |
| | Utilities | | 15 | | | 6 | | | | | |
| | VOTING | | | | | | | | | | |
| | Warrant | 3 | 2 | 2 | 1 | 2 | 2 | 2 | | | |
| | Water and Sewer | | | | | | | | | | |

All Invoices Correspond with all Warrants

All Warrants Correspond with all Registers

All Discrepancies Ammended